

RECRUITING ANNOUNCEMENT

Director of Business Operations

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to develop and manage complex development and financing contracts, oversee regulatory and contractual compliance for business development activities, and serve as a key contact with businesses.

Duties

Primary

- Serve as manager of business transactions including development contracts, incentive agreements, and grants
- Oversee contracts related to infrastructure project financing (e.g. bonds, securities, tax increment areas, special districts) and their resulting projects, pursuant to [Senate Bill 1](#) of the 29th Special Session of the Nevada Legislature
- Interact regularly and build relationships with businesses interested in coming to, or expanding in, Nevada
- Work with the GOED team to develop and implement plans, programs, and policy for business development, operations and personnel
- Establish and monitor internal control procedures and reporting processes
- Provide timely, accurate and complete reports required by, and of, GOED
- Present at meetings before the Nevada legislature, community organizations and businesses
- Foster a results-oriented, accountable environment

Secondary

- Identify and advance necessary and appropriate changes in law, regulation, or process
- Appropriately represent GOED and the State in all interactions

Preferred Knowledge, Skills, and Abilities:

- Demonstrated experience in contract management, legal analysis, and real estate development
- Excellent interpersonal skills, with an ability to partner with a dynamic leadership team
- Flexible and able to multitask; can help lead a diverse, fast-moving organization
- Law degree preferred
- Minimum of 7 years of relevant experience required

Salary and Benefits:

\$104,000 - \$111,000 annually. Salary reflects retirement (PERS) contribution by both the employee and the employer.

Location:

This position will be based in Las Vegas, Nevada.

Travel Requirements:

Regular travel within the state may be required.

To Apply:

Please forward resumes to

Nevada Governor's Office of Economic Development

Attn: Cory Hunt

808 West Nye Lane

Carson City, Nevada 89703

Or via e-mail to mschierholt@diversifynevada.com

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.